

# Application and Verification Guide

|  |    |
|--|----|
| Introduction .....   | 1  |
| Chapter 1: The Application Process: FAFSA to ISIR .....  | 3  |
| <b>TYPES OF APPLICATIONS</b> .....   | 3  |
| <i>FAFSA on the Web, Paper FAFSA, FAA Access to CPS Online, The PIN, Renewal FAFSA</i>   |    |
| <b>PROCESSING THE FAFSA</b> .....  | 5  |
| <b>OUTPUT DOCUMENTS: THE SAR AND ISIR</b> .....  | 6  |
| <b>DEADLINES</b> .....   | 7  |
| Chapter 2: Filling Out the FAFSA .....   | 9  |
| <b>STEP ONE: GENERAL STUDENT INFORMATION</b> .....   | 9  |
| <i>Questions 1–31 (including drug conviction question)</i>   |    |
| <b>STEP TWO: STUDENT/SPOUSE INCOME AND ASSETS</b> .....  | 12 |
| <i>Questions 32–47 (and questions 76–86 for parents), Worksheets A-C, Zero income, Qualified tuition programs (QTPs) or 529 plans, Reporting “take-back” mortgages, Reporting trust funds, Ownership of an asset</i> |    |
| <b>STEP THREE: DEPENDENCY STATUS</b> .....   | 22 |
| <i>Questions 48–55, Dependency overrides, Who counts as a parent, Other sources of support for children and other household members, Veteran match</i>   |    |
| <b>STEP FOUR: PARENTS’ INFORMATION (DEPENDENT STUDENTS ONLY)</b> .....   | 25 |
| <i>Questions 56–86 (see Step Two for discussion of questions 70–83), Reporting information in cases of death, separation, divorce, and remarriage</i>  |    |
| <b>STEP FIVE: FOR (INDEPENDENT STUDENTS ONLY)</b> .....  | 30 |
| <i>Questions 84–85</i>   |    |
| <b>STEP SIX: SCHOOL INFORMATION</b> .....  | 31 |
| <i>Questions 86–97</i>   |    |
| <b>STEP SEVEN: SIGNATURE REQUIREMENTS</b> .....  | 31 |
| <i>Questions 99–103, Substitutes for a parent’s signature, Signature requirements chart, Signatures for electronic applications</i>  |    |

|  |           |
|--|-----------|
| <b>Chapter 3: Expected Family Contribution (EFC) .....</b>   | <b>35</b> |
| <b>GENERAL INFORMATION.....</b>  | <b>35</b> |
| <b>SIMPLIFIED FORMULA.....</b>   | <b>35</b> |
| <b>AUTOMATIC ZERO EFC .....</b>  | <b>36</b> |
| <b>ALTERNATE EFCS .....</b>  | <b>37</b> |
| <b>FORMULA A — DEPENDENT STUDENTS .....</b>  | <b>37</b> |
| <i>Parents' contribution, Student's contribution from income, Student's contribution from assets, Alternate EFCs for other than nine-month enrollment</i>  |           |
| <b>FORMULA B — INDEPENDENT STUDENT WITHOUT DEPENDENTS<br/>OTHER THAN A SPOUSE .....</b>  | <b>41</b> |
| <i>Contribution from available income, Contribution from assets,<br/>Alternate EFCs for other than nine-month enrollment</i>   |           |
| <b>FORMULA C — INDEPENDENT STUDENT WITH DEPENDENTS<br/>OTHER THAN A SPOUSE .....</b>   | <b>43</b> |
| <i>Available income, Contribution from assets, Calculation of student's EFC,<br/>Alternate EFCs for other than nine-month enrollment</i>   |           |
| <b>EFC WORKSHEETS .....</b>  | <b>47</b> |
| <i>Formula A, Formula B, Formula C</i>   |           |
| <br><b>Chapter 4: Verification .....</b>   | <b>75</b> |
| <b>REQUIRED POLICIES.....</b>  | <b>75</b> |
| <b>APPLICATIONS TO BE VERIFIED.....</b>  | <b>76</b> |
| <i>30% Verification option, Verification exclusions</i>  |           |
| <b>REQUIRED VERIFICATION ITEMS .....</b>   | <b>79</b> |
| <i>General documentation requirements and the verification worksheets,<br/>Household size, Number enrolled in college, Adjusted gross income (AGI) and<br/>U.S. income tax paid, Tax documents: special situations and alternatives,<br/>Untaxed income and benefits, Using a joint return to figure individual AGI and taxes paid</i> |           |
| <b>COMPLETING THE PROCESS.....</b>   | <b>87</b> |
| <i>Interim disbursements, Selection after disbursement, After documentation is complete,<br/>Verification tolerance, Deadlines and failure to submit documentation, Late disbursements,<br/>Verification status codes, Verification worksheets (dependent and independent)</i>   |           |

|  |            |
|--|------------|
| <b>Chapter 5: Corrections, Updates, and Adjustments .....</b>  | <b>95</b>  |
| <b>CORRECTING ERRORS.....</b>  | <b>95</b>  |
| <i>Options if error doesn't affect eligibility, Options if correction increases<br/>eligibility, Options if correction decreases eligibility</i>   |            |
| <b>UPDATING .....</b>  | <b>96</b>  |
| <i>Dependency status, Household size and number in college,<br/>Effect on previous disbursements</i>   |            |
| <b>HOW TO SUBMIT CORRECTIONS AND UPDATES .....</b>   | <b>98</b>  |
| <i>Using "Corrections on the Web (COTW)," Submitting changes via<br/>FAA Access to CPS Online, Using the Student Aid Report (SAR)<br/>to make corrections, Adding schools and changing a student's address</i> |            |
| <b>PROFESSIONAL JUDGMENT .....</b>   | <b>99</b>  |
| <b>CONFLICTING INFORMATION .....</b>   | <b>101</b> |
| <i>Subsequent ISIRs, Discrepant tax data, Resolution of conflicting information</i>  |            |
| <b>REFERRAL OF FRAUD CASES .....</b>   | <b>102</b> |
| <i>Office of Inspector General address and phone numbers</i>   |            |

